

Office of The Burdwan Municipality
G.T Road, Burdwan

Notice Inviting e-Quotation No-2/2017-18

MemoNo:38/SWM/XII-9

Dated:10.04.2017

(Submission of Quotation through online)

Sl. No.	Name of the work	Initial Earnest Money	Name of the Concerned Division	Eligibility of Contractor.
1	Supply of Tri Cycle Van with Fiber Reinforced Polymer (FBR) Carriage Unit and fitting complete 100 units.	25000.00	Burdwan Municipality	Should have credential of same nature of supply within last three financial years.

1. On behalf of the board of councilors, The Chairman, Burdwan Municipality, invites e-Quotations (electronic tender process), to obtain a rate from manufacturer and supplier Supply of Tri Cycle Van with Fiber Reinforced Polymer (FBR) Carriage Unit and fitting complete 100 units. Rates quoted should be inclusive of all taxes and delivery charges together with loading / unloading, handling & stacking charges at site. Supply of materials would be for M.O.F Scheme under Burdwan Municipality SWM. Time to time supply order will be issued by "The Chairman, Burdwan Municipality" as per their requirement.

Details of quotation with necessary requirement towards submission/ download of Quotation Papers will be available from website:-<http://etender.wb.nic.in> or <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

2. Applicants willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Quotation submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>

3. Intending Bidders/ Suppliers can search and download **NI e-Q** and other Quotation documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate

(DSC). This is the mode of collection of Quotation documents electronically.

4. For participating in the Quotation, the Bidders shall have to pay the Earnest Money as specified in this NIEB shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. Of West Bengal).

Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt have to be uploaded as Statutory document.(Scanned copy).

5. Eligibility criteria for participation in tender:

- i) The prospective bidders should be a primary bonafide, reliable and resourceful suppliers/contractor under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having sufficient credential of the work which the agency has completed.

N.B. Estimated amount, Date of completion of project & detail communicational address of Client with phone number must be indicated in the Credential Certificate.

The copy of the work order/letter of acceptance (L.O.A.) along with the specific price schedule of the work for which the credential has been issued must be attached. Otherwise the tender accepting authority reserves the right to reject the technical bid outright.

- ii) Pan Card, Trade License, Professional Tax receipt Challan for the year 2015-2016 to be accompanied with the Technical Bid document. Income Tax (Saral), Acknowledgement Receipt for assessment year (2016-2017) to be submitted. [Non Statutory Documents].
- iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Department during the last 5 (five) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- iv) Registered Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers. [Non Statutory Documents]
- v) A prospective bidder shall be allowed to participate in the Job either in the capacity of individual or as a partner of a firm.
- vii) The partnership firm shall furnish the registered partnership deed and the Company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
- viii) Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- ix) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

x) **Joint Venture will not be allowed.**

6. No Mobilization Advance and Secured Advance **will be allowed.**

7. **Bids shall remain valid** for a period not less than **120(One Hundred Twenty) days** after the dead line date for Financial Bid/ Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

8. **DATE, SCHEDULE & DESCRIPTION OF WORK:-**

A)(a)	Name of the work	Supply of Tri Cycle Van with Fiber Reinforced Polymer (FBR) Carriage Unit and fitting complete 100 units.
b)	Price per copy of the set of quotation documents	NIL
c)	Documents require to be submitted along with the Technical Bid	<p>i) Valid PAN No., VAT/Sales Tax & Professional Tax Receipt & Income Tax Return.</p> <p>ii) Organizational Structure, Annual Report and audited Balance Sheet of last year.</p> <p>iii) Previous experience of supply of 23watt C.F.L Spiral.</p>
d)	Earnest money:-	2% of the Quoted Bid price in two parts, viz.
	1st Part As an initial Earnest Money Deposit shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal).	Rs. 20000 (Rupees twenty thousand only) as an initial Earnest Money Deposit. Refer instruction in this regard as stated.
	2nd Part	Balance amount of Earnest Money (if any) shall have to be deposited after acceptance of Bid Proposal.
e)	Time of completion of work	One year from the date of agreement
B:-	Date and Time Schedule as follows :	
i)	Date of uploading of e-NIQ, and Quotation	21.04.2017 at 10:00 Hrs

	Documents online (Publishing Date)	
ii)	Document downloaded / sale start date (on line)	22.04.2017 at 10:30 Hrs.
iii)	Quotation submission start date (on line)	22.04.2017 at 12:00 Hrs
iv)	Quotation submission closing date (on line)	15.05.2017 upto 18:00 Hrs.
v)	Quotation opening date for Technical proposals (on line)	18.05.2017at 12.00 Hrs.
vi)	Date of uploading list for Technically Qualified Quotationers (on line)	To be notified later on.
vii)	Date and place for opening of Financial proposals (on line)	To be notified later on.
viii)	Supply order issuing authority	The Chairman, Burdwan Municipality, Burdwan .
ix)	Authority who will receive the material and make payment of supplied material.	The Chairman, Burdwan Municipality, Burdwan .

NOTE : 1. In case of strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. B) v) to viii) of Table-1.

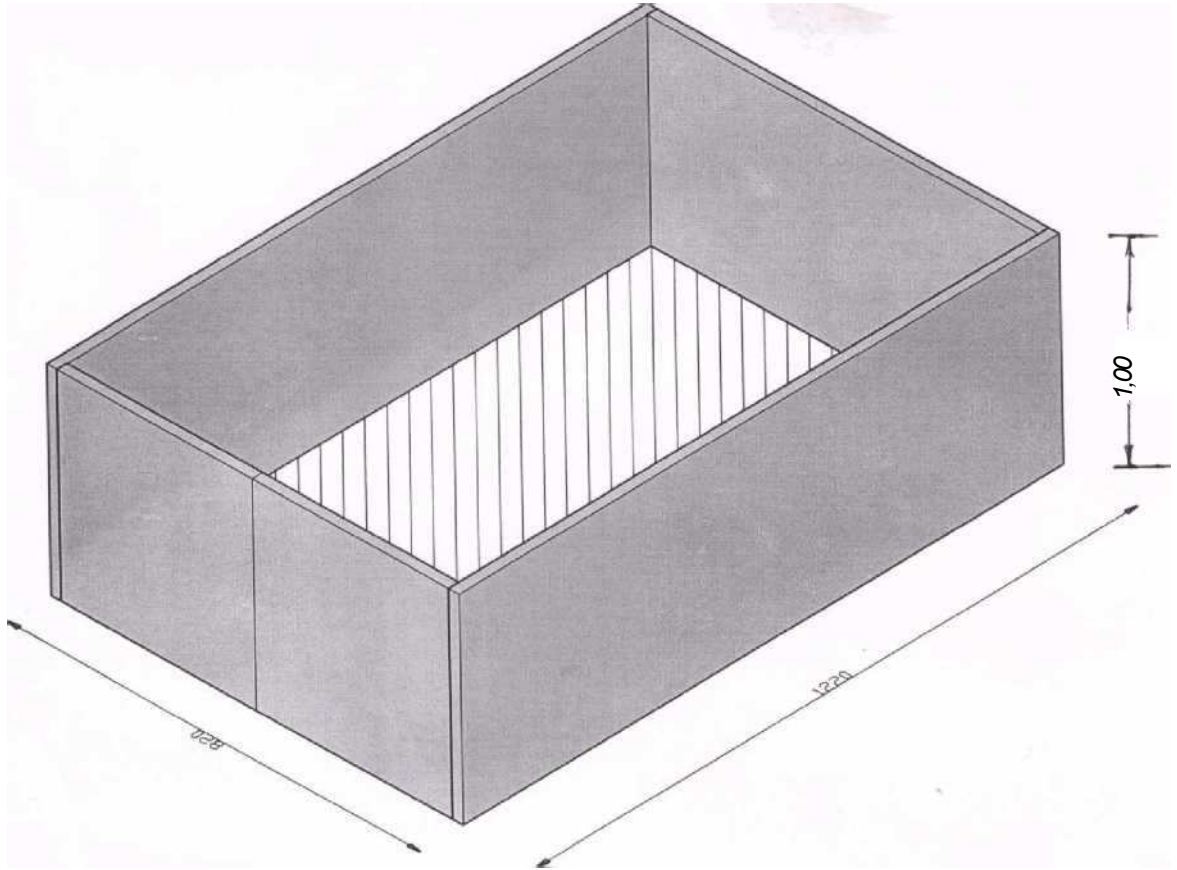
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Municipal Engineering Directorate, Govt. of West Bengal under the Deptt.of Municipal affairs. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under AMRUT programmed.

9. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
10. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Chairman, Burdwan Municipality reserves the right to reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
11. Refund of EMD : The Earnest Money of all the unsuccessful Tenderers deposited in favour of Chairman, Burdwan Municipality will be refunded by the Chairman,

Burdwan Municipality on receipt of application from Tenderers after completion of tender process in all respect.

12. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
13. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
14. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
15. The Chairman, Burdwan Municipality. Reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
16. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
17. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
18. Specification of Tri-Cycle: KW Van Heavy Duty, KW Fork Heavy Duty, KW handle Van, KW 48th Gear, Tofani/Birdi Heavy Duty Chain/ KW Trece. TATA chasis 100 Kg 200 gm. CANA Pati Duty. TATA Rod, Heavy TATA steel. Ralson Ruftuf Nylon Tyre, Ralson Tube, Chandannagar Spoke, BEW Hals, Steel Seats, 3 KW Heavy Duty Rim Steel, TATA 6305 Bearing (havy Duty), GKD Block Bats, Duty TATA Fork Guard, Pure TATA Steel set, KW Van Padals. Total full settings KW and Parts are all TATA Product including Nut Bolts.
19. Specification of Fibre Box: - Supply and fixing on the tri-cycle of Fibre reinforced polymer (FRP) carriage unit for cycle van with 3 years guarantee. (As per drawing below)

Name	Description
Outer Body	Total structure covered with 4 layers of FRP Fibre reinforced polymer cover. Details measurement is shown in the drawing below.
In side structure	M.S. Angle & M.S. Flat
All edge	30 mm X 30 mm X 3 mm M.S. Angle
All inner side	25 mm X 3 mm M.S. Flat



20. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
- i) NIT
 - ii) Technical bid
 - iii) Financial bid

INSTRUCTION TO BIDDERS

SECTION - A

1. **General guidance for e-Tendering**

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e- Tendering.

2. **Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>(the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

3. **Digital Signature certificate (DSC)**

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details are available at the Web Site stated in Clause 3 DSC is given as a USB e-Token.

4. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. **Submission of Tenders.**

General process of submission, Tenders is to be submitted online through online the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers(folders).

A-1. Statutory Cover Containing

a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

a. Prequalification Application (Sec-B, Form - I)

b. Format undertaking Section -B form II on company's letter head".

c. Experience profile [Form No-IV] Section B.

d. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

e. NIT(Properly filled in & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid).

f. Special Terms, condition & specification of works.

A-2. Non statutory Cover Containing

a. Professional Tax(PT) deposit receipt challan for the Financial year 2016-17, Pan Card, IT,

b. Saral for the Assessment year 2016-17, VAT Registration Certificate. ii.

- Registration Certificate under Company Act. (if any). Trade License
- c. Registered Deed of partnership Firm/ Article of Association & Memorandum iv.
 - d. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
 - e. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Co-Op(S)
 - f. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt. Credential of same nature of supply within last three financial years prior to the date of issue of this NIT is to be furnished.(Ref. Cl. No. 3(i) of this NIT.
 - g. Scanned copy of Original Credential Certificate as stated in 5(i) of NIT.
- Note:- Failure of submission of any of the above mentioned documents as stated in as 'A-1' & 'A-2' will render the tender liable to summarily rejected for both statutory & non statutory cover.

Sl.No.	Category Name	Sub-Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. PAN 2. P. Tax Challan (2016-17) 3. Latest IT Receipt 4. IT-Saral for Assessment year 2016-17 5. Trade License
B.	Company details	Company details-1	1. Proprietorship firm 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate, Trade License). 4. Society (society registration copy, trade license) 5. Power of Attorney.
C.	Credential	Credential-1	Credential: Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

B. Tender Evaluation Committee (TEC)

g. Opening of Technical proposal:-

- Technical proposals will be open by the Chairman, Burdwan Municipality or his authorized representative electronically from the web site stated in Cl. No. 3 using their Digital Signature Certificate.
- ii. Cover (folder) statutory documents (vide Cl. No. 6.A-1) should be open first & if found in order, cover (Folder) for non statutory documents (vide Cl. No. - 6.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
 - iii. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

- iv. Uploading of summary list of technically qualified tenderers
- v. Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals before 48 hours of opening of financial bid.
- vi. While evaluation the committee may summon of the tenders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vii. Intending tenderers may remain present if they so desire.

C. Financial proposal

- a. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate per unit inclusive of all taxes and duties as applicable and freight forwarding charges online through computer in the space marked for quoting rate in the BOQ.
- b. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- c. Intending tenderer may remain if they so desire.

7. Penalty for suppression / distortion of facts

Submission of false document by tendered is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act.

8. Rejection of Bid

The Employer reserves the right to accept or reject any bid and to cancel the bidder process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Employer's action.

9. **"Any intending bidders** who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub rule under clause 3 of Tender Form No.2911 or terminated under any clause of Standard Bidding Document by the Engineer-in-charge/Employer during last 3(three) years will not eligible to participate in any bid under any Directorate under this Department for another 2(two) years from the date of imposition of last termination notice by the Engineer-in-charge/Employer."

10. AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT &BOQ will be the part of the contract document

Chairman,
Burdwan Municipality

MemoNo:38/SWM/XII-9

Dated:10.04.2017

The principal Secretary, Municipal Affairs Deptt, writer's Building, Kol-700001.

1. The Director, State Urban Development Agency (SUDA), salt lake, ILGUS BHAVAN, Kol-700106.
2. The Sabhadhipati, Burdwan Zilla Parishad, Burdwan
3. The Dist. Magistrate, Burdwan District, Burdwan.
4. The Executive Engineer, Burdwan Dive., ME.Dte. purta Bhavan, 5th Floor, sreepalli, Burdwan.
5. Vice Chairman, Burdwan Municipality;
6. The M.C.I.C(S.W.M). Burdwan Municipality;
7. The Executive Officer. Burdwan Municipality;
8. Notice Board and Official Website, Burdwan Municipality, Burdwan

Chairman,
Burdwan Municipality

SECTION - B FORM - I

PRE-QUALIFICATION APPLICATION

To
The Chairman Burdwan Municipality G.T Road, Burdwan-713101

Ref. : Tender for

(Name of work) e-N.I.T. No. : /

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
in the capacity _____ duly authorized to submit the
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s) : e-Filling -

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date :

Seal and Signature of the Tenderer

SECTION - B Form-II

[To be furnished on Company's Letter Head]

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S or any of constituent partner(s) had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date :

SECTION - B FORM - III

STRUCTURE AND ORGANISATION

- 1) Name of
- 2) Office Address

Telephone No. Fax No.

Name and Address of Bankers

Attach organization company with names personnel and with Biodata an : -----

Note : Application covers Proprietary Firm, Partnership, Limited Company or Corporation

Signature of applicant including title
and capacity in which application is made

FORM - IV

Experience Profile

SECTION - B

Name of the Firm

List of projects completed that are similar in nature to the works having more than 40% (*fifty percent*) of the project cost executed during the last 3 (*three*) years.

Name of Employer	Name & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note :

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title and capacity
in which application is made